

MANAGEMENT ANALYST I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of routine project, administrative and analytical support duties for assigned division or department; to participate in assigned administrative processes, procedures and programs; and to provide information and assistance to the public regarding assigned programs and services.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Management Analyst series. This class is distinguished from the Management Analyst II by the performance of the more routine tasks and duties assigned to positions within the series including the responsibility for administrative assignments which require basic analysis.

Management Analyst classifications perform work pertaining to the management or general administration of the work unit. Management Analysts work directly with management policies, are responsible for the development and dissemination of major internal policy, or have ready access to confidential information pertaining to management relations, and may have access to confidential information pertaining to labor relations. A Management Analyst is typically located at the department administration level, or may be located at the division administration level in a very large department; it is not typically located at the section level.

SUPERVISION RECEIVED

Receives general supervision from management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Participate in routine project, program, administrative and analytical support functions; may be assigned responsibility for a program in its entirety.
2. Participate in researching, drafting and implementing operational, administrative, program and other policies, procedures and legislation.
3. Conduct research and collect, compile and analyze information from various sources on a variety of specialized topics related to assigned programs, new programs and services, budget analysis and feasibility analyses; prepare technical records and reports which present and interpret data and identify alternatives; make and justify recommendations.

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Essential Functions:

4. Serve as a liaison with other public organizations, community groups and other organizations, and the general public.
5. Coordinate with the Human Resources Department in the recruitment, hiring and promotion processes; may coordinate discipline and employee relations issues, and classification and compensation issues.
6. Receive and respond to complaints and questions from the general public relating to assigned area of responsibility; review problems and recommend corrective actions; prepare summary reports as required.
7. Participate in the data collection, compilation and organization of budget documentation; may monitor the approved budget by tracking expenditures and comparing to authorized limits; may monitor budgets of assigned programs.
8. Assist in the preparation of ordinances and other supporting program documents; monitor program grants and related proposals; monitor compliance with applicable contractual agreements.
9. Prepare periodic reports of operations for management.
10. Maintain calendars of department activities, meetings and various events; coordinate activities with other city departments, the public and outside agencies; attend meetings as a representative for assigned department.
11. Participate in ensuring records are maintained according to retention schedules.

Marginal Functions:

1. Provide training in various areas to department employees including computer applications and software.
2. May participate in the recording and tracking of legislation in support of various programs in area of work assigned.
3. Perform related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

Basic principles and practices of accounting and budget administration.
Basic methods of research, program analysis and report preparation.
Basic principles and practices of policy and procedure development.
English usage, spelling, grammar and punctuation.
Modern office procedures and methods including common office software and hardware.
Principles and procedures of record keeping.
Basic public relations techniques.
Business arithmetic.

Ability to:

Learn the policies, procedures, organization and operation of the assigned department.
Perform responsible administrative work involving the use of independent judgment and personal initiative.
Research, analyze and evaluate programs, policies and procedures.
Work without close supervision.
Prepare clear and concise reports, correspondence and memoranda.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

One year of administrative and analytical experience, preferably with a local government.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a field related to the area of assignment.

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WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB
REV 1/5/04
FLSA & City: exempt

Approved 3/10/04